

**Historic Zoning Commission
Called Meeting Minutes
January 28, 2014**

The Historic Zoning Commission held a regularly scheduled meeting on January 28, 2014 at 12:00 p.m. in the Administrative Conference Room at the Municipal and Safety Building.

Members Present

Sam Fullen
Sheila Cox
Tom Mozen
Valda Jones
Clay Hixson
Greg Cox

Staff Present

Jessica Harmon, Planner

Members Absent

Liz Biosca

Also Present

Lisa Orr
Chris McMeans (entered late)

Chairman Hixson called the meeting to order at 12:04 p.m. and a quorum was present

The first item on the agenda was to consider approval of the agenda.

MOTION: G. Cox To approve agenda as presented.

SECOND: S. Cox

VOTE: Approved 6-0

It was discussed that the petitioner for Certificate of Appropriateness #2014-120 had not yet arrived and that at the time he entered it would be prudent to move him forward on the agenda so that he does not sit through “housekeeping” business. The Commission agreed upon this.

The next item on the agenda was the election of officers. Commissioner Fullen nominated Commissioner Hixson to continue to serve as the Chairman for the 2014 year. Commissioner Hixson made it known at this time that he would be stepping down from the Commission to accept a job offer. Commissioner G. Cox nominated Commissioner Mozen to the Chairman position. Commissioner Mozen accepted and all voted in favor. Next, Commissioner Hixson nominated that Commissioner G. Cox as the Vice-Chairman for the 2014 year. Greg accepted and all voted in favor.

At this time the petitioner for Certificate of Appropriateness #2014-120 entered and it was decided to move him to next on the agenda.

At this time, staff asked Mr. McMeans to give a brief description of the new construction he is planning for Certificate of Appropriateness #2014-120 located at 726 W. Pine Street. Mr. McMeans gave details on the property, stating that the proposed new construction would mirror the new house that was built at 724 W. Pine Street. Commissioner Fullen along with several other Commissioners expressed concern over the term “mirror” since the Tree Streets Design

Guidelines state that new construction should not be copies. Mr. McMeans stated that they could vary the plan a little to give it a new look. He also confirmed that he could use Board and Batten on his construction. The Commission gave him the ok for that but was still concerned over not knowing the exact details of construction.

MOTION: G. Cox

To defer Certificate of Appropriateness #2014-120 until a plan can be submitted showing the exact elevation of the new construction

SECOND: Fullen

VOTE: Approved 6-0

At this point, Chairman Mozen directed the Commission back to the regular order of the agenda. The next item to be considered was the appointment of the Design Review Committee. Staff stated that this committee is designed to be able to meet with property owners who are wishing to do extensive work to their property and ensure that their project meets the design guidelines. Staff stated that this Committee is just an available resource and is not a mandatory part of the process for an application to the Historic Zoning Commission.

Commissioner Jones volunteered herself along with Commissioner Biosca, who was absent, to serve on this committee. Also, Commissioner Fullen volunteered his help. Chairman Mozen appointed these three volunteers to the Design Review Committee.

Next on the agenda was the consideration of the minutes of the regularly scheduled November 26, 2013 meeting.

MOTION: Jones

To approve the minutes of the regularly scheduled November 26, 2013 meeting as submitted.

SECOND: S. Cox

VOTE: Approved 6-0

On the agenda next was the consideration of amendments to the By-Laws. Staff presented these amendments to the Commission stating that they were merely "housekeeping" changes and that they would be considered at the next regular meeting for a vote. Some of the changes include making a quorum three instead of four people. Staff stated that the ordinance in which allows the HZC to operate states that a quorum is three people therefore this amendment brings the two into alignment. Another change was defining how each meeting would be run when dealing with the public. Staff stated that this amendment was to just clarify the process of how long each person has to speak and puts that into writing so it's easily enforceable.

The final item on the agenda was the discussion of the Downtown Design Guidelines. Staff stated that over the past few months the Commission had been asked to review the guidelines and make notes pertaining to things they would like to address. Since the guidelines are a large document staff suggested that the Commission take a broad overview at this discussion and then would narrow the focus down at the next regular meeting. Chairman Mozen went through the guideline detailing the things he would like to discuss. Staff made notes and stated that we would move forward with them at the next meeting. Staff also stated that at the next meeting we would break the guidelines down into sections to make it easier to move through.

There being no other business, the meeting adjourned at 1:27 p.m.

APPROVED:

Tom Mozen, Chairman